

| ROUTING AND TRANSMITTAL SLIP                                  |                   | Date                          |
|---|-------------------|-------------------------------|
|   |                   | 8 March 1985                  |
| TO: (Name, office symbol, room number, building, Agency/Post) |                   | Initials Date                 |
| 1.  | DD/OIS            | <i>[Signature]</i>            |
| 2.  | D/OIS             | <i>[Signature]</i>            |
| 3.  | EO/DDA 7 D 18 Hqs | <i>[Signature]</i> 1 MAR 1985 |
| 4.  |                   |                               |
| 5.  | DDA / PO          |                               |

| Action       | File                 | Note and Return  |
|--------------|----------------------|------------------|
| Approval     | For Clearance        | Per Conversation |
| As Requested | For Correction       | Prepare Reply    |
| Circulate    | For Your Information | See Me           |
| Comment      | Investigate          | Signature        |
| Coordination | Justify              |                  |

REMARKS

The attached memo is in response to inquiry as to what materials OIS would like in the new building consolidated filing facility.

Two divisions, CRD & IRMD, had requirements.

Due today.

*[Signature]*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

1205 Ames

Phone No.

Chief, Plans & Management Staff/OIS

5041-102

OPTIONAL FORM  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

DD/A Registry

85-0403/5

8 March 1985

MEMORANDUM FOR: Executive Officer to the DDA  
THROUGH: Director of Information Services  
FROM:   
Chief, Plans and Management Staff, OIS  
SUBJECT: New Building Consolidated Library Facility  
REFERENCE: Your Memorandum dated 1 February 1985, Same Subject

As requested in paragraph 3b of the referenced memorandum, attached is a list of publications and other materials that would be of value to the mission of OIS if placed in the new building library facility. There are no materials presently stored within our office that we would transfer to the new facility.

Attachment



OFFICE OF INFORMATION SERVICES

Proposed Publications for  
New Building Library Facility

1. Reference Material - One copy each

Congressional Hearings concerning CIA

Nonfictional works concerning CIA or intelligence, especially those by present or former Agency employees (as defined by the regulations governing the Publications Review Board)

Carrollton Press volumes on declassified Government documents.

Copies of court decisions referring to CIA or intelligence, and evidence presented in those cases by OGC/CIA or the Justice Department acting on the Agency's behalf

U. S. Government Manual

All NSCIDs and DCIDs

OGC Guide to Law of CIA (4 volumes)

Current telephone directories (GSA, DoD, State)

2. Subscriptions - One copy each

|  |              |
|--|--------------|
| American Archivist                                 | Monthly      |
| Code of Federal Regulations, Title 41              | Daily/Annual |
| Current Awareness Service and Micrographics Index  | Irregular    |
| FPM Maintenance Material 293-31<br>296-33<br>831-1 | Irregular    |
| Graphic Communication World                        | Weekly       |
| Infosystems  | Monthly      |

|                                      |              |
|--------------------------------------|--------------|
| Journal of Systems Management        | Monthly      |
| Micrographics Newsletter             | Bi-weekly    |
| The Office                           | Monthly      |
| Office Administration and Automation | Monthly      |
| Panorama - Kodak                     | Quarterly    |
| Prologue                             | Irregular    |
| Records Management Quarterly         | Quarterly    |
| U. S. Code Title 44                  | Annual       |
| U. S. Government Manual              | Daily/Annual |
| The New York Times                   | Daily        |
| The Washington Post                  | Daily        |
| The Wall Street Journal              | Daily        |

3. Brochures

Collection of vendor supplied brochures, catalogues, office furniture, filing and storage equipment. One shelf loose-leaf binders.

4. Equipment

1 Microfilm Cartridge Reader/Printer

1 Microfiche Reader/Printer